



# 3R PHYSICAL INSPECTION - INFORMATION FOR CONDOMINIUM CONVERSION



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Department of Building Inspection  
1660 Mission Street  
San Francisco, CA 94103  
415 . 558 . 6088

The following procedures refer to the Department of Building Inspection's 3R Physical Inspection process. Please refer also to the Department of Street-Use and Mapping's handout - PROCEDURES GOVERNING CONVERSION AND CREATION OF NEW CONDOMINIUMS, available at 875 Stevenson St., 4th floor, phone # (415) 554-5827.

**1** When submitting an application for 3R physical inspection, apply for both a "Report of Residential Building Record" (3R Report) and a "Physical Inspection" at Records Management Division Systems, available at 1660 Mission St., 1st floor, phone # (415) 558-6080.

**2** You should expect to hear from an inspector by

phone within 2 weeks of your application. It is important that the contact person's name and phone number(s) is/are legible on the application. The actual inspection is typically scheduled from 3 to 4 weeks after the application is submitted.

**3** On the scheduled date of inspection your building will be inspected by building, electrical and plumbing inspectors. A thorough inspection can be completed in as little as 30 minutes for a well-maintained, completely accessible building of 2 units but longer for additional units and/or larger buildings.

**4** After the inspection, the research and preparation of the "Report of Physical Inspection" will take 2 to 4 weeks. Your "Physical Inspection Report" will itemize the violations found, and unless no violations

are found, you or your contractor(s) will need to obtain separate building, electrical and plumbing permits to clear the violations.

**5** To apply for a building permit bring a copy of your "Report of Physical Inspection" (and plans, if required) to 1660 Mission St., 1st floor, Station #2 - Residential Permit Counter. For electrical and plumbing permit information, please phone (415) 558-6030 and (415) 558-6054, respectively.

**6** When all of the violations have been corrected and the electrical and plumbing inspectors have performed their inspections and signed the FINAL INSPECTION portion of your building permit JOB CARD, you can then contact your district building inspector for the FINAL BUILDING IN-

SPECTION. All items, including required energy and water conservation items, must be satisfactorily completed.

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Upon satisfactory correction of all violations, your building inspector will sign your "JOB CARD" and issue you a Certificate of Final Completion (CFC). Thereafter, submit a copy of your CFC and a copy of your Report of Physical Inspection to the Bureau of Street-Use and Mapping (see item VI. RECORDATION in your "Procedures" packet).

If you have any questions regarding these procedures please contact Tom Corlett, Building Inspector, at 558-6494.

Department of Building Inspection  
1660 Mission Street  
San Francisco, CA 94103



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## 3R PHYSICAL INSPECTION - INFORMATION FOR

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REFERENCE BOOK

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BUILDING INSPECTION**

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